

## DEPARTMENTAL BUDGET INFORMATION CITY CLERK (70)

### MISSION

The mission of the City Clerk's Office is to conduct seminars and voter education outreach for the registered voters of the City of Detroit; to serve as Clerk to the City Council, Chief Elections Officer of the City and custodian of the Corporate Seal; to certify official documents and provide custody of official City documents; to administer oaths and take affidavits, and to exercise other powers and duties as provided by law.

### DESCRIPTION

The Office of the City Clerk meets the Goals of the Agency as defined by the City Charter and serves as the keeper of records on behalf of the City of Detroit regarding the business transactions of the Legislative and Executive Branches of government. It also maintains the custodial role of the Corporate Seal of the city and all duties including certification and administration of all official city documents, oaths, affidavits, including provision for responding to citizens, et.al requests for information and exercising the power and duties as prescribed by law and the City Charter. In order to meet this broad goal and attending objectives, inclusive of developing measures of performance and outcomes, requires ongoing planning, implementation strategies and incorporating goal based budgeting processes for effective management and the provision of quality services.

Additional duties and responsibilities of the City Clerk, as prescribed by Charter are to serve as the Chair of the Elections Commission and perform oversight duties for the Department of Election and general

supervision for all elections that take place in the City of Detroit.

### MAJOR INITIATIVES

Remaining in compliance with the City Charter, under Article 4, the **Codification Project** is designed to update and codify City codes and ordinances. The primary goal of this project is to codify the technical codes and resolutions having effect of law and incorporate these provisions along with the 1984 Detroit City Code. The new code of ordinances will be compiled with other documents into a multi-volume re-codified City Code. The City Council by Ordinance and Charter mandate required the formation of a Committee to proceed with codification of City ordinances and codes. The Committee is Chaired by the Director of the Law Department. The project's funding is in the Office of the City Clerk's budget in accordance with its responsibility maintaining and storing formal record of ordinances and codes.

The concern for safe neighborhoods and the need for citizen involvement in planning and developing the life standards is addressed in Ordinance No. 37-95 as amended for the

**Citizen Radio Patrol (CRP).** This program utilizes the volunteer efforts of community-based organizations and the commitment of citizens to regularly patrol their neighborhoods to assist with safe streets and neighborhoods. The goal is to increase the number of CRP's within every police precinct, in accordance with the Mayor's Kids, Cops, Clean Initiative. The CRP is also a key component in the development of a comprehensive plan for homeland

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security; both in the role of neighborhood crime awareness and pro-active volunteers in emergency situations. This strategic role is viewed as part of ongoing neighborhood awareness for emergency preparedness and homeland security planning.

The **Election Ambassadors** is a civic oriented arm of the Office of the City Clerk; serving as an informational and educational forum for the 18-35 population. In 2003-04, the focus is to enhance this format by establishing an affiliation with Volunteers Organized for Total Effectiveness (V.O.T.E). The interaction between these volunteer organizations will enhance residents' civic involvement and develop educational programs in a holistic framework, servicing the city it residents.

### PLANNING FOR THE FUTURE

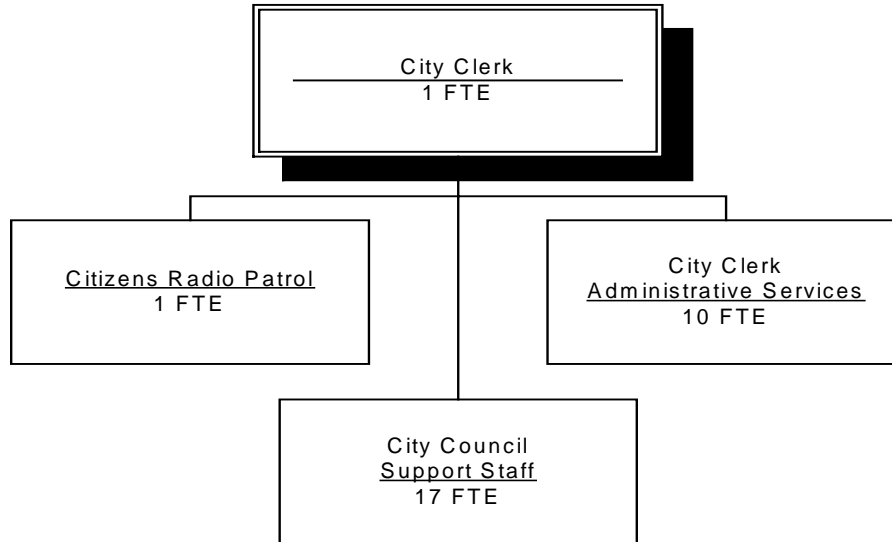
The City Clerk is the keeper of all formal records of the City of Detroit and responsible for the maintenance of all these records, as required by law. The need to establish an official **Archive of City of Detroit Records Division** is a priority for the City Clerk's Office. The Archive of

Official Documents will include both hard copy document storage and retrieval. The plan over the next three years includes the implementation of an electronic system or storing and retrieving document and a greater use of the web page by providing a directory of documents that are available in the Archive.

The **Directory of Documents** in the City Clerk's long range plan will be to establish a directory similar to the storage and retrieval system of the Library of Congress and other entities that must maintain documents for public use. Including the Directory in the web page and Kiosk formats is part of the long term development and Internet access of official records.

**Public Information through Public Access Cable:** The information age of this century requires public information to be made more accessible to the general public. There is very little information available through the Public Access Cable System; the Clerk's Office will develop informational programs that can be delivered through the Public Access Cable System.

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**PERFORMANCE GOALS, MEASURES AND TARGETS**

<b>Goals: Measures</b>	<b>2001-02 Actual</b>	<b>2002-03 Projection</b>	<b>2003-04 Target</b>
Carry out the directions of City Council as efficiently as possible:			
City Council sessions	150	300	300
Committee meetings	230	230	200
Closed sections	15	20	20
Discussions held	245	500	500
Hearings held	285	300	300
City Council task force meetings	60	100	100
Maintain the records of the City for citizens and other City departments:			
Petitions processed	985	1,100	1,100
Ordinances processed	42	50	50
Administer specific citizens information and communications programs:			
Citizens' radio patrols	45	70	70
Nuisance abatements processed	6	200	200
Dangerous building hearings	4,214	8,000	8,000
NEZ applications (Neighborhood Enterprise Zone)	500	600	600

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**EXPENDITURES**

	2001-02 Actual Expense	2002-03 Redbook	2003-04 Mayor's Budget Rec	Variance	Variance Percent
Salary & Wages	\$ 1,266,634	\$ 1,412,207	\$ 1,411,981	\$ (226)	0%
Employee Benefits	630,380	716,708	826,408	109,700	15%
Prof/Contractual	112,778	52,900	12,900	(40,000)	-76%
Operating Supplies	195,334	250,000	216,578	(33,422)	-13%
Operating Services	1,024,341	1,268,880	1,065,424	(203,456)	-16%
Capital Equipment	-	720,000	-	(720,000)	0%
Other Expenses	35,790	13,000	2,500	(10,500)	-81%
<b>TOTAL</b>	<b>\$ 3,265,257</b>	<b>\$ 4,433,695</b>	<b>\$ 3,535,791</b>	<b>\$ (897,904)</b>	<b>-20%</b>
<b>POSITIONS</b>	<b>29</b>	<b>30</b>	<b>29</b>	<b>(1)</b>	<b>-3%</b>

**REVENUES**

	2001-02 Actual Revenue	2002-03 Redbook	2003-04 Mayor's Budget Rec	Variance	Variance Percent
Sales & Charges	\$ 5,800	\$ -	\$ -	\$ -	0%
<b>TOTAL</b>	<b>\$ 5,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>